



LOS ANGELES COUNTY COMMISSION ON HIV

3530 Wilshire Boulevard, Suite 1140 • Los Angeles, CA 90010 • TEL (213) 738-2816 • FAX (213) 637-4748

www.hivcommission-la.info

OPERATIONS COMMITTEE MEETING MINUTES

March 23, 2015

Approved
4/27/2015

MEMBERS PRESENT	MEMBERS ABSENT	PUBLIC	COMM STAFF/ CONSULTANTS
Joseph Green, <i>Co-Chair</i>	AJ King, MPH, <i>Co-Chair</i>	Bradley Land	Sawn McClendon
Douglas Lantis, MBA (<i>Alternate</i>)	Rob Lester, MPP (<i>Alternate</i>)		Jane Nachazel
Jill Rotenberg	Ted Liso		Nicole Werner
Terry Smith, MPA	José Munõz (<i>Alternate</i>)	DHSP STAFF	
Terrell Winder		None	

CONTENTS OF COMMITTEE PACKET

- 1) **Agenda:** Operations Committee Meeting Agenda, 3/23/2015
- 2) **Minutes:** Operations Committee Meeting Minutes, 1/26/2015
- 3) **Minutes:** Operations Committee Meeting Minutes, 2/23/2015
- 4) **Agenda:** Commissioner Orientation: Agenda, 3/23/2015
- 5) **Scope of Work:** Scope of Work for Assistance to the Los Angeles County Commission on HIV in Assessing Unmet Need - Leadership Development, 3/23/2015
- 6) **Manual:** Ryan White HIV/AIDS Program, Part A Manual, Revised 2013
- 7) **Table:** Operations Committee Work Plan, 3/23/2015

1. **CALL TO ORDER:** Mr. Green called the meeting to order at 10:15 am.
2. **APPROVAL OF AGENDA:**
MOTION #1: Approve the Agenda Order (*Passed by Consensus*).
3. **APPROVAL OF MEETING MINUTES:**
MOTION #2: Approve the 1/26/2015 and 2/23/2015 Operations Committee Meeting minutes, as presented (*Passed by Consensus*).
4. **PUBLIC COMMENT (Non-Agendized or Follow-Up):** There were no comments.
5. **COMMITTEE COMMENT (Non-Agendized or Follow-Up):** There were no comments.
6. **CO-CHAIRS' REPORT:** There was no report.
7. **MEMBERSHIP MANAGEMENT:**
 - A. **Membership Drive Update:**
 - Ms. McClendon reported the new membership slate has not yet gone forward to the Board, but is expected to be on its 3/31/2015 or 4/7/2015 agenda. That should allow new members to be seated at the 4/9/2015 Commission meeting.
 - Mr. Green noted various suggestions to improve the Open Nominations process after the slate was completed, e.g., to simplify the application and better align the scoring sheet and interview questions. Mr. Lester was also converting the electronic application so it could be completed online, but progress was not known.
 - Mr. Winder felt some requested application information was confusing, e.g., which SPA and District candidates live and/or work in was not completed in a consistent manner. Mr. Smith added it would help interview teams if staff filled

out scoring sheets in advance for that and some other types of information, e.g., HIV status, race/ethnicity, orientation, and other demographic information so teams could focus on more qualitative information.

- Mr. Winder noted many candidates were also confused about eligibility for potential seats and about interest in a population versus experience and participation in representing it. Some check all; others none. Ms. McClendon said staff reviews applications for completeness and contacts candidates as needed. Candidates may call with questions.
- Mr. Lantis recommended a discussion on weighting demographic factors in light of questions raised at the last meeting. Ms. Rotenberg felt the entire Commission should be invited to offer feedback.
- Sets of new and renewal interview questions were prepared for the last process, but only one scoring sheet was used. Mr. Lantis felt it unnecessary to start over as questions used met teams' needs and could be the basis for revising the scoring sheet for consistency. Ms. Rotenberg felt one question set could be viewed through new and renewal lenses.
- She also recommended reviewing the process for Commission members transitioning off the body. Some have already chosen to leave and simply were gone. There has been no communication about the process with people like herself who were remaining until replaced. Mr. Smith felt there should also be acknowledgement for service rendered.
- Ms. McClendon noted she prepared acknowledgment certificates for those Commission members whose terms expired after integration and still has them. County scrolls can also be ordered for those who have provided exceptional service. Scrolls require 60-90 days from request to completion. Ms. McClendon has talked to Michael Johnson, Commission Co-Chair, about preparing scrolls, but has not received feedback.
- Normatively, terms end in June, but Commission members continue to serve beyond their terms until they renew, are replaced or resign. The Board can remove Commission members since they are Board appointees, but does not. New Commission members receive letters from the Board with effective appointment dates, but do not receive letters when replaced. The Commission does distribute Board agendas which identify when appointments will be considered.
- Mr. Smith recommended documenting the process for Commission members transitioning off for future reference.
- ➡ Ms. Werner will contact Rob Lester for an update on converting the application to a format that can be filled in online.
- ➡ For the next process, staff will complete as much of the scoring sheets as possible in advance to free interview time.
- ➡ Mr. Winder and Ms. Werner will revise application instructions to clarify them and advise candidates to contact staff with questions to ensure completeness as required for consideration. The recommendations section will be deleted. The draft will be emailed to the Work Group for review prior to their conference call (noted below).
- ➡ A conference call will be scheduled to review application instructions (not the full application), interview questions and scoring sheet with: Messrs. Green, Lantis, Winder and Ms. Werner. The Work Group will use the four basic interview questions for new candidates with two additional questions for renewals and match the scoring sheet to the final set.
- ➡ Agendize review of application, interview questions and, in particular, scoring sheets, for next meeting and announce the topic at Executive and the Commission to welcome participation. Final recommendations will be presented along with the operating values for the process to the Commission, possibly in motion form.
- ➡ Deadlines for the next Open Nominations process: Release application by end of April for submittal by 5/29/2015.
- ➡ Ms. Werner will prepare letters and certificates of recognition for departing Commission members. Letters will include information on transitioning off the Commission including, e.g., signing up for Commission/Committee agenda notification as public. She will distribute letters when the Board approves the new slate. She now distributes pertinent Board agendas so current Commission members will be aware when new ones are presented to the Board for approval.
- ➡ Ms. Werner will contact the Executive Office to determine the 700 Form process for leaving office and report back.
- ➡ Operations agreed to acknowledge select departing Commission members with a County scroll. A process will be developed to identify departing Commission members to be acknowledged.
- ➡ Mr. Lantis will draft initial documentation of the process for Commission members transitioning off the Commission with details incorporated as they are finalized and provide it for Operations review.

8. TRAINING AND CAPACITY BUILDING:

- Regarding next steps after Orientation, Ms. McClendon reported HRSA had offered Technical Assistance (TA) for Leadership Development last year. Preparations were begun, but not completed. The draft Scope of Work was provided in the packet for review. She noted Dr. Michael Green felt this a good time for the work as it would benefit new Commission members.
- The Comprehensive HIV Planning Task Force has also recommended an outside consultant on system restructuring. The request to HRSA for TA could include both Leadership Development and Systems Restructuring.
- Ms. McClendon suggested the Training/Orientation Work Group develop a Scope of Work for the Leadership Development piece at its 4/3/2015 meeting. Mr. Lantis, however, felt the Work Group needed to focus on completing Orientation work

before addressing the larger training topic. After discussion, it was agreed to forward a TA funding request for both pieces. Hopefully the Work Group can participate in the Leadership Development piece once it is further along.

- ➡ Operations will forward to the Executive Committee a recommendation to proceed with HRSA TA as a two-part funding request for: 1. Leadership Development; and 2. Systems Restructuring.

A. New Member Orientation/Training:

1) Training/Orientation Work Group:

- Mr. Lantis reported the Work Group fleshed out the agenda and assigned people to facilitate sections. The Work Group continues to review prior training materials for other pertinent content for a reasonable length training.
- ➡ Commissioner Orientation will be scheduled shortly after the first Commission meeting at which new members are seated, e.g., in May or June if members are seated at the April Commission meeting.

9. ASSESSMENT OF ADMINISTRATIVE MECHANISM (AAM):

A. AAM Vendor Solicitation:

- Ms. McClendon noted Operations asked for HRSA Project Officer input on whether the next AAM needed to follow-up on the 2007 AAM. Project Officer calls are scheduled to restart in April, but she raised the question with Commission Co-Chairs. She was instructed that this AAM will address just the prior year.
- Mr. Land asked if DHSP needed to be apprised. Ms. Nachazel replied all AAMs generate recommendations and DHSP has been referencing those in Part A applications since the last AAM. DHSP is aware a new AAM is being developed.
- ➡ The AAM will be approached as a new, one-year AAM rather than review activities since the last prior AAM.

10. NEXT STEPS:

A. 2015 Operations Committee Work Plan:

- Mr. Green noted all Committees are revising their Work Plans to be more targeted and user friendly. Ms. McClendon provided a draft revision of the Work Plan for review. Mr. Land suggested reviewing topics for reasonable target dates.
- Mr. Winder questioned what was required. Ms. McClendon replied all listed items had been identified as activities. Some are mandated; others optional. Mr. Lantis suggested separate sheets for ongoing, mandated and optional activities. Ms. Nachazel noted within topics, e.g., Policies/Procedures, some activities are mandated; others optional.
- ➡ Ms. McClendon will revise the Operations Work Plan to indicate monthly, mandated and optional activities and will email the draft to Operations prior to the next meeting.

B. Task/Assignment Recap: There was no additional discussion.

C. Agenda Development for Next Meeting:

- Mr. Winder recommended discussing how to better recruit candidates to participate in the Open Nominations process. Ms. Nachazel noted the Consumer Caucus and individual Commission members are encouraged to recruit, e.g., at SPAs.
- Mr. Land encouraged asking Commission members with expiring terms whether they plan to seek renewal as early as possible to facilitate recruitment for seats that will be vacant although all seats are inherently competitive.
- Mr. Winder suggested outreach that tailors recruitment to various communities, e.g., SPA 4 has a Commission report.
- ➡ Agendize for 4/27/2015 meeting:
 - ▶ Review application, interview questions, scoring sheet and, in particular, the scoring process. Interview questions will include four main new candidate questions plus two from renewal questions with scoring sheet matched to questions. Advise Executive Committee and Commission the scoring process and its operating values will be addressed and refer eventual decision to Commission for approval.
 - ▶ Candidate recruitment for next Open Nominations process including development of a process format to employ on regular schedule, e.g., ask potential renewals to identify if they plan to renew, then distribute vacancy list.
 - ▶ Complete the Operations Work Plan.

11. ANNOUNCEMENTS: There were no announcements.

12. ADJOURNMENT: The meeting adjourned at 11:40 am.